

Approved For Release 2006/01/12 : CIA-RDP83-00714R000100380001-5

12 FEB 1976

MEMORANDUM FOR: Bureau Chiefs

SUBJECT : Non-Staff Employees and Agency Affiliation

1. Thank you for your replies to our memorandum of 25 November 1975 on this subject. It is clear from your responses that most bureau chiefs want to be as candid as necessary on this subject but not in a manner that will cause more difficulties than we already have. Our policy, in my opinion, should be just that: To be frank with our people but not to stir them up, worry them, or cause undue tension in our bureaus in these very difficult times for FBIS and the Agency.

2. Clearly any kind of written statement or formal notification is out. It could too easily fall into the wrong hands and cause embarrassment for our bureaus and our personnel. On the other hand, we should informally strive to enable our professional non-Staff personnel to understand that there is in truth a relationship between FBIS and CIA although FBIS retains its own identity. Most of them already know this; others may be indifferent or prefer not to know. I believe a low key, informal approach is best; you need not implement any kind of formal program. The most important thing is to insure that there is no confusion among our employees generated by lack of information or misinformation. If you are asked questions, be candid in your reply. New professional employees, monitors and associate editors, should be made aware that FBIS is part of the foreign affairs/intelligence community. Do not try to hide the fact that FBIS is managed by CIA; we do not want them to later feel they have been misled.

3. I do not feel as strongly about sub-professional employees whose job assignments are not unique to the intelligence profession. Teletype operators, clerks, drivers are less likely to be endangered or compromised by their employment with us. Inasmuch as FBIS maintains its own identity and affiliates with host organizations such as embassies, etc., the fact that they are employed by FBIS and the

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host organization should be sufficient for them. We must, however, be candid if they ask, as they have the same rights as professional employees.

4. We obviously must tread the thin line between being completely open with our employees and causing them to be unduly concerned about the management affiliation between FBIS and CIA. You will therefore have to exercise good judgment as to what you do in your bureau, but I ask that you be guided by these principles: (a) Be candid when the subject comes up, (b) make certain new professional employees know we are part of the intelligence community, and (c) present such information to the extent possible as a fact of management which need not be alarming to the employee.

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5. Our objective is not to make our bureaus' situation more difficult, but to be honest with our employees. We will not impose upon you any formal, structured program. I will rely on your good judgment to advise your employees the best you can in your individual circumstances, but in any case to make sure that they do not feel that we are being less than honest with them.

6. Attached is our original statement for non-Staff employees which you may use for substantive guidance, but do not issue it to our foreign nationals.

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Director

Foreign Broadcast Information Service

Attachment
As stated

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